

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA**

**ELECTRONIC FILING NOW
AT FEDERAL DISTRICT COURT**

In step with the national trend, electronic filing is now at the federal court in the Western District of Louisiana. Starting April 1, 2005, attorneys are now able to file documents electronically in federal court.

There are a number of benefits of electronic files, such as

- 24 hour a day remote access to the files via the internet!
- Multiple access to the same case file!
- The ability to file a document from a remote location!
- Instant updating of files, making them always current and available!
- The ability to “search” all files created electronically!
- Electronic noticing”

There are a number of other benefits, but the above shows some ways electronic files can serve the bench, the bar and the public.

“How can I start filing electronically?” In order for an attorney to participate in electronic filing, the attorney (including whatever staff the attorney chooses to assist) must be trained by the court. At the completion of training, the attorney will be given a login and password to participate in the electronic filing program. Also, at the end of training, each attorney who comes to training will receive 4 hours free CLE credit from the Louisiana State Bar.

Training is now being held in the Court’s training rooms located in the Clerk’s Office in each of the Court’s divisional offices. Our website lists our current schedule of classes with more classes posted later. Please go to the court’s web site (www.lawd.uscourts.gov), to see the dates of classes and to sign up online for a particular class. Class size is limited since this is hands-on training. For more information, please contact Pam Mitchell, ECF Coordinator at (318) 676-4273 or at pam_mitchell@lawd.uscourts.gov.